

**Instructions for the IDJC Electronic Submission System
District Administrator**

- Step 1:** go to the IDJC website: www.idjc.idaho.gov
- Step 2:** click on: substance abuse services forms submission
- Step 3:** enter user id and password under the log on section and select log on
- Step 4:** you will be on the page titled new submission
- Step 5:** click on: view submissions located on the left hand side
- Step 6:** view all district submissions and sort the list as needed
- Step 7:** log off when finished.